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AUTHOR Jones, Maleeta M.
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ABSTRACT

Supporting performance objective 45 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on using reference books are included in this packet. (The packet is the third in a set of four on coordinating and performing activities for employers--CE 016 977-980.) The student materials include three learning activities with self-check answers which require use of an atlas, secretarial handbooks, company manuals, dictionary, and thesaurus. The instructor's final checklist is also included. The instructor's manual includes instructions for the teacher and an answer key for the check-out activities. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the four packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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COORDINATING AND PERFORMING ACTIVITIES FOR EMPLOYER USING OTHER REFERENCE MATERIALS

STUDENT MANUAL

Materials in this Lesson
have been

Modified by
Maleeta M. Jones

from
Materials Developed and Graciously Provided by
Bureau of Vocational Education, State Department of Education
and
Department of Vocational Education
College of Education, University of Kentucky

These materials support
Performance Objective 45 of the
V-TECS Secretarial Catalog

State Department of Education
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In Cooperation With

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Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

SECRETARY

USING OTHER REFERENCE MATERIALS

INTRODUCTION

At times, it may be necessary for the secretary to locate special items of information for the executive. The reference books used most frequently by the secretary include: dictionary, thesaurus, atlas, secretarial handbook or company manual. In this unit, you will learn how to use these books, and get actual practice in doing so.

DIRECTIONS

Read the three objectives below. If you think that you are able to perform these tasks, read the Check-Out Activities on page 12. Then arrange with your instructor to complete the Check-Out Activities;

or

If you need to complete learning activities in order to be able to do the tasks, turn to page 2 and perform the Learning Activities in the order given.

OBJECTIVE

Given an atlas or set of maps, a company manual, secretarial handbook, dictionary, thesaurus, and six problems, find the solutions and record the answers along with the source used. Responses must be 100% accurate.

LEARNING ACTIVITIES

1	READ Instruction Sheet I, THE ATLAS.
	or
2	CHECK YOUR KNOWLEDGE of the Atlas by completing Student Self-Check I.
3	READ Instruction Sheet II, SECRETARIAL HANDBOOKS AND COMPANY MANUALS.
	or
4	CHECK YOUR KNOWLEDGE of using secretarial handbooks and manuals by completing Student Self-Check II.
5	READ Instruction Sheet III, THE DICTIONARY AND THESAURUS.
	or
6	CHECK YOUR KNOWLEDGE of using the dictionary and the thesaurus by completing Student Self-Check III.
7	ARRANGE with your instructor to complete this unit by going through the CHECK-OUT ACTIVITIES.

Instruction Sheet I

THE ATLAS

An atlas is generally a bound book containing a collection of maps and other related information. Currently, an atlas can be found in paper back form in order to provide more up-to-date information. The atlas sometimes contains information on population, climate, transportation, and general living conditions.

An atlas is easy to use. Spend some time studying the introduction of the atlas. The introduction will explain the various symbols and scales that are used on the maps.

Rand McNally Atlas and *Hammond's Complete World Atlas* are frequently used.

STUDENT SELF-CHECK I

Using an atlas or set of maps, locate on a map, and find the desired information about the cities that are listed below. Be sure to record your answers on paper. Check your answers with the key provided.

1. Danville, Kentucky

   a. What is the name of the college located here?
   b. Danville is in what county?
   c. What is the nearest major city?

2. Petersburg, Virginia

   a. Approximately how far is Richmond, Virginia?
   b. What military post is located here?
   c. What is the best road from Petersburg to Richmond?

3. Xenia, Ohio

   a. What is the nearest major city?
   b. What is the name of the college located near here?
   c. What U.S. Highway routes go through Xenia?

4. Augusta, Georgia

   a. What other state borders Augusta, Georgia?
   b. What military post is located near here?
   c. What interstate highway comes closest to Augusta?

5. Indianapolis, Indiana

   a. What does the star by Indianapolis mean?
   b. What interstate highway goes around the city?
   c. Approximately how far is Evansville, Indiana?

ANSWER KEY

STUDENT SELF-CHECK I

1. a. Center College of Kentucky
   b. Boyle
   c. Lexington

2. a. 20–25 miles
   b. Fort Lee
   c. I-95 or U.S.1

3. a. Dayton
   b. Central State College
   c. 35,68,42

4. a. South Carolina
   b. Fort Gordon
   c. I-20

5. a. Capitol
   b. I–465
   c. 145 miles

Instruction Sheet II

SECRETARIAL HANDBOOKS AND COMPANY MANUALS

There are many good secretarial handbooks on the market. Generally, the handbooks aid the secretary in questions of grammar, punctuation, letter styles, table arrangements, and other office problems.

Some secretarial handbooks are available for specialized areas such as law, medicine, and real estate.

Before using the handbook, take time to look at the introduction and instructions for using the manual. Most manuals are arranged in different order even though the contents are basically the same.

Many companies provide a company manual which serves as a reference on company standards and procedures. Some businesses refer to the company manual and employees' manual synonymously. Regardless, you can find the same basic information in them, such as hours of work, salary schedules, fringe benefits, attendance practices, office procedures, and the company organization chart.

STUDENT SELF-CHECK II

Using a secretarial handbook, find the answers to the following questions. Record your answers on a sheet of paper. Check your answers with the key provided.

1. What is the plural of company?
2. What is the possessive of one company?
3. What are ellipis marks? Give two ways they are used.
4. What is one appropriate way in which a married woman should sign her name on business correspondence?
5. How many time zones are in the continental United States?

If a company manual is not available, the following questions should be answered using a secretarial handbook.

6. What are two methods of typing a postscript?
7. What are two methods of typing a heading on the second page of a letter?
8. What are two meanings for the number symbol?
9. When there is no degree symbol on the typewriter, how would you type 65 degrees F?
10. When typing a stencil, the ribbon control lever should always be at what position?

Using a company manual, find the answers to the following questions. Put your answers on a separate sheet of paper. Note the page number on your reply.

11. How many departments are in the company?
12. What is the proper procedure in asking for a transfer to another department?
13. What is the proper procedure to obtain office supplies?
14. How often are employees paid?
15. When does an employee qualify for a vacation leave?

ANSWER KEY

Student Self-Check II

1. Companies

2. Company's

3. Ellipsis marks...indicate the omission of words or letters.

   (1) Three periods indicate the omission of one or more words within a quoted passage. Four periods indicate the omission of sentences or words at the end of a sentence.

   (2) Ellipsis marks may be used as leaders when spaced and extended across the page as in a table of contents.

4. Ann Johnson
   (Mrs.) Ann Johnson

   Ann Johnson
   (Ms.) Ann Johnsom

   Ann Johnson
   Mrs. Robert Johnson

5. 4 – Pacific, Mountain, Central, Eastern

6. A post script is typed two to four lines below the last notation aligned flush left. Use the same letter margins and format. The writer should initial the post script.

   (1) The heading P.S. can be used to begin the post script,

   or

   (2) The heading P.S. may be omitted

7. (1) Ms. Jones
   page 2
   June 30, 19–

   (2) Mr. Smith Page 2 January 3, 19–

8. #= number, pound
   #10 = number 10
   10#= 10 pounds

9. Roll the platen back 1/2 turn and type the lower case o.

10. stencil

The answers to the last 5 questions will depend on the company manual supplied to the student.

Instruction Sheet III

THE DICTIONARY AND THE THESAURUS

The most important general reference book is the dictionary. In the dictionary you can find the spelling, meaning and pronunciation of words. Large dictionaries also contain information about origin of words, parts of speech, synonyms, antonyms, and various general facts.

To locate a word quickly, you should note the guide word at the top of each page. The first guide word is the first word in the left column. The second guide word is the last word in the right column.

In some dictionaries, there is an introduction section at the front that lists general items about the use of the dictionary. Some dictionaries also contain an appendix that provides miscellaneous information.

Many students are lazy about using the dictionary and count on guesswork for the correct answer. When in doubt about the spelling or use of a word--look it up! You will not get ahead, if the executive must return work containing simple errors that could have been avoided.

A book that may be helpful in business writing is a thesaurus. This book gives synonyms (words that mean the same) and antonyms (words that mean the opposite.) This book is essential if you prepare speeches or written reports. The words are arranged in alphabetical order much like a dictionary.

Student Self-Check III

USING THE DICTIONARY

Using the dictionary or a thesaurus find the answers to the following questions. Be sure to put your answers on a sheet of paper you provide. Check your answers with the key.

1. Define principal.
2. Define principle.
3. Give a synonym for terse.
4. What is the origin of abacus?
5. A meter equals how many inches?
6. Give a synonym for facsimile.
7. Give an antonym for dispute.
8. Which spelling is correct? alloted, allotted, alotted
9. What part of speech is a lapidary?
10. What is the difference between canvas and canvass?

Student Self-Check III

CORRECT RESPONSES

1. First in rank, authority, importance or degree
2. the source or origin of something
3. concise
4. Greek
5. 39.37 inches
6. copy
7. agree
8. allotted
9. noun, adjective (lapidary is a noun or an adjective)
10. canvas--is a noun meaning closely woven coarse cloth
    canvass--is a verb meaning to look over carefully, or examine in detail

CHECK-OUT ACTIVITIES

The statements below explain the activities you must complete in order to finish this unit. As you perform each activity, your instructor will rate your performance using the Instructor's Final Checklist, USING OTHER REFERENCE MATERIALS.

Your instructor will provide an atlas or a set of maps. Using the reference, locate the information requested and answer the questions on a sheet of plain paper.

Your instructor will provide a secretarial handbook and a company manual. Using the appropriate reference, answer the questions on a plain sheet of paper.

Your instructor will provide a dictionary and a thesaurus. Using the appropriate reference, define and give two synonyms for each word listed on the sheet on a plain sheet of paper.

CHECK-OUT ACTIVITIES

USING OTHER REFERENCE MATERIALS

Using the appropriate materials, find the solutions to the following problems.

Write your answers on a plain sheet of paper. List where you found the appropriate information.

1. What would you use to find the correct format for typing an itinerary?
2. In what county is Reno located?
3. If you were driving from Las Vegas to Reno, what route(s) would you take? (Be sure to note the most direct route.)
4. How far is Reno from Las Vegas?
5. How would you find the cost of renting a car and driving from Las Vegas to Reno? After you have decided how you would find this information, compute the approximate cost of rental one-way and round trip. Assume the car would be rented on a Wednesday in Las Vegas, and returned on Thursday in Las Vegas.
6. Define the following words and give two synonyms for each:
   (a) enumerate
   (b) initiative
   (c) punctuality
   (d) annotate

INSTRUCTOR'S FINAL CHECKLIST

USING OTHER REFERENCE MATERIALS

Check the student's performance in the following elements of using reference materials.

Place a checkmark (✓) in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was not possible, place a checkmark in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished, or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

	STUDENT PERFORMANCE			
	Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
In the process of using other reference materials, the student:				
1. Correctly located cities that were requested.	[ ]	[ ]	[ ]	[ ]
2. Correctly answered the questions about each city with at least 80% accuracy.	[ ]	[ ]	[ ]	[ ]
3. Correctly answered all questions about usage of a secretarial handbook and/or company manual.	[ ]	[ ]	[ ]	[ ]
4. Correctly defined all of the words that were given.	[ ]	[ ]	[ ]	[ ]
5. Correctly listed two synonyms for all of the words that were given.	[ ]	[ ]	[ ]	[ ]

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COORDINATING AND PERFORMING ACTIVITIES FOR EMPLOYER

USING OTHER REFERENCE MATERIALS

TEACHER MANUAL

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TEACHER'S INSTRUCTIONS

You may possibly increase interest in performing this task by suggesting that students look up information about places that they would like to visit.

Have your students check the rates of local car rental agencies in your city. Have them also check any restrictions there may be on rental cars. Have them estimate the cost in traveling to a certain point.

The check-out activities in this unit correspond to an activity relating to planning of employer trips, and filling out expense reports. You may want your "above average" students to perform all three tasks as one job, that of Executive Secretary.

To prepare this module for student use, you will need to supply an atlas, road maps, dictionary, thesaurus, secretarial handbook, and company manual.

A key to the final checkout is included in your manual.

The Instructor's Final Checklist is a perishable item and should be duplicated for your use in evaluating each student's performance.

KEY

CHECK-OUT ACTIVITIES

1. Secretarial handbook or company manual

2. Washoe County – atlas

3. Follow U.S. Highway 95 to Schurz, then take alternate 95 West to I–80. Travel I–80 West into Reno – map or atlas

4. approximately 375 miles – map or atlas

5. Call travel agency or car rental agency. Rates from Hertz are: $16.95 per day and 21 cents per mile for compact; $17.95 per day and 22 cents per mile for standard car. You provide gas; $20 drop charge.
   Cost for compact, one way:
   $16.95 + 375 miles @ .21 = $78.75 + $20 drop charge = $115.70 + gas

   Round trip:
   $16.95 x 2 = 33.90 + 750 miles @ .21 = $157.50 = 191.40 + gas

6. dictionary and thesaurus

   (a) enumerate – to ascertain the number of
   syn. = count, list

   (b) initiative – an introductory step
   syn. = introductory, preliminary

   (c) punctuality – acting at an appointed time
   syn. = promptitude, earliness

   (d) annotate – to make or furnish critical or explanatory notes or comments
   syn. = gloss, note